

Tip Sheet for Providers for the National Background Check Program (NBCP)

When you open your Kentucky Online Gateway (KOG) account, KARES should appear on your dashboard. This is the system being utilized for the National Background Check Program (NBCP).

If KARES does not appear on your dashboard, please contact the Division of Child Care's Help Desk by emailing CHFSDCCNBCP@ky.gov. In the body of the email, please provide the name of the facility/provider, the license number, the first and last name of the person requesting access, and the email address associated with the KOG account. DCC can then send you an invitation to KARES. You will need to open the email and follow the prompts.

Click on the KARES link. To enter an application into the system, you will click on the "Applications" tab (2nd tab from the left).

You will need to select "Application Forms". Please print these forms. Each applicant must complete the Waiver Agreement Statement (DCC-500); the Disclosure Form (DCC-501); and the Applicant Pre-Screening form. The signed DCC-500 and DCC-501 are to be stored in the personnel records of the user and/or uploaded in the KARES web portal.

To add a new applicant, click on the "Applications" tab and then select "Add New" (1st selection in the drop-down box). You will be directed to search for an existing profile to ensure the person does not already exist in the system. You will search for the person using the Social Security Number (SSN) and Last Name or Date of Birth. The SSN and at least one of the identifiers is required.

If a match is not found, the system will display a not found message. Click the green "Add New Applicant" button in the lower right corner to create an Applicant Profile. Using the information contained on the Applicant Pre-Screening form, create a profile. All required fields are denoted with a red asterisk (*). Please make sure to enter all aliases and prior out-of-state addresses for the applicant. After data entry is complete, you will click the green "Next" button in bottom right corner.

***If a data entry error is made (e.g. misspelled name, wrong date of birth, wrong Social Security number), please contact the DCC Helpdesk CHFSDCCNBCP@ky.gov or by calling 502-564-2524, Option 5. A member of staff can edit the information.

If a match is found, the "Person Summary" screen will be displayed. To add an application for your center, please click on the green "Add New Application" button which is on the right above the "Personal and Demographic Information."

***In the Race field, there are only 4 options listed (Asian or Pacific Islander; Black or African-American; American Indian or Alaska Native; White). These are the races that are acknowledged by the FBI. Please allow the applicant to choose which category they best fit.

***If the address listed on the ID differs from the address listed on the application, please enter the address listed on the ID as the permanent address. You can enter the other address as the mailing address. Most fingerprint sites will not scan the fingerprints if the application address and the address on the ID do not match. Examples would be college students who maintain their home state/county driver's license but live on campus or military families who are stationed in KY but maintain their home state driver's license.

You will then be directed to Pre-Employment Information screen. You must enter the information in the drop-down boxes in the order in which they are listed: Provider (name of provider/facility); Position Category (type of facility); Position; and Employee Type. Then click the green "Next" button in bottom right corner.

After the Pre-Employment page is complete, you will be asked to verify the applicant's identity. A current picture ID is required. Preferred verification is a current driver's license or identification card. There is a drop-down box allowing you to specify what type of identification you are accepting. In the Description section, you will need to enter the Issuing State/Authority, the Document Number (Driver's License Number) and Expiration Date. A scanned copy of the form of identification must be uploaded to the KARES Web Portal.

***If you do not have a scanner, you could take a picture of the driver's license or identification card with a smart phone, then text/email it to yourself. You could then save the picture to your desktop and then upload it by selecting "Upload Document". You will then click on the green "Next" button in the bottom right corner.

You will then be directed to the Confirm Applicant Consent screen. This screen is asking you to confirm the applicant has given consent to have a background check completed and has been made aware of the process and terms. The DCC-500 (Waiver and Agreement form) and DCC-501(Disclosure form) as mentioned above fulfill this requirement. Placing a checkmark in both boxes is required before moving on with the application process.

The next screen is the Applicant: Research Registries screen. There are 3 registries that will be searched: two of the searches will be completed by you and one is an auto-search completed by the system.

The first registry listed is the Kentucky Sex Offender Registry. You must click on the link provided by the system. You will be directed to the Kentucky Sex Offender Registry page. You will search by the applicant's last name. Scroll through the results to determine if

your applicant/employee is listed. If the applicant's/employee's name does not appear on the registry, you will select "Cleared" on the Registry screen. If the applicant/employee does appear on the registry, you will select "Not Cleared."

The next registry is the KY Child Abuse Network Registry. This is completed by an automatic matching feature that will indicate possible matches for abuse registry hits. If the results indicate no matches were found, you will select "Cleared." If there are matches found, you may click on the KY Child Abuse Network Registry link which will provide contact information for the Office of the Ombudsman. The applicant will need to contact the Quality Assurance section of that office to discuss the issue.

***Please pay careful attention when selecting "Cleared" or "Not Cleared" for the KY Child Abuse Network Registry. Your selection cannot be edited if you If you accidentally select the wrong choice.

The last registry listed is the National Sex Offender Public Website. You must click on the link provided by the system. You will search by the applicant's first and last name. Scroll through the results to determine if your applicant/employee is listed. If the applicant's/employee's name does not appear on the registry, you will select "Cleared" on the Registry screen. If the applicant/employee does appear on the registry, you will select "Not Cleared."

If the registries have not been marked as "Cleared" or "Not Cleared" the process cannot move forward. If a registry is marked as "Not Cleared" a comment is required before proceeding. You click the "Add" button to add comments to the section. When any of the registries is marked "Not Cleared", the application will automatically be closed once the "Next" button is clicked.

The next screen will be the Payment screen. At this time, the Division of Child Care is absorbing the cost of the fingerprint background roll-out utilizing RTT funds. There will be a drop-down box indicating such.

After payment is complete, select "Submit" and the application submission confirmation page will be displayed.

Click on the "Live Scan Fingerprinting Form" link. This form provides authorization for the applicant to have his or her fingerprints collected. The form will provide the information for the closest three fingerprint sites. The fingerprint collection sites are available Monday-Thursday 8:00am – 4:00pm and Friday 8:00am to noon, local time. The applicant will need to take the form and a photo ID to one of the approved fingerprint location sites.

After an applicant has been fingerprinted at an authorized fingerprinting location, you will receive an email notifying you the applicant has submitted to fingerprinting. Once

an applicant has had their fingerprints taken, the applicant can be Provisionally Hired. They may be employed, but they cannot be left unsupervised with children.

You may also receive an email notification if the FBI rejects the fingerprints. If this occurs, the applicant will have to be re-fingerprinted at an authorized location. The applicant will need to take the same Live Scan Fingerprinting form with them. There is no charge for the second submission of fingerprints. If the second set of fingerprints is rejected, the system will automatically initiate a name-based background check. You will receive an email notification when the determination is available.

Once the fitness determination has been made, you will receive an email stating "Fitness Determination Available." You will be able to open the application and select "Hire." A hire date must be entered. Since all users are new to the KARES system, KARES will not allow you to officially hire someone until their complete background check is received (fingerprint-based results). So, you must use the date the system tells you the person is eligible for hire. When the applicant's "Current Employment Status" says "Permanent", you can then close their application.

***For all your existing employees, you will need to use the date the system says they are eligible for hire. The hire date used by the NBCP/KARES has no bearing on training hours, etc.